



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

09/30/13

Angela Van Beek
602 W 5th St
Sanborn, Iowa 51248

Dear Child Care Provider,

This letter is in regards to the 09/26/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

You said that your family is moving, that you are too busy and you will be closing your child care 11/01/13. A self-addressed envelope is included for you to return your registration to Dickinson County Department of Human Services. You were instructed to email me at khenেকে@dhs.state.ia.us to let me know what date you want your child care closed.

☐ 110.4 No more children are in care than the rules for the specific category will allow.

You had a total of nine infants and preschoolers in your home and were over numbers. You were informed of the number of children you can have and the ages they need to be. You need to immediately write a corrective action plan and send to the Dickinson County Department of Human Services showing that you are in compliance, have corrected the number of child care children you are caring for and have no more children than are permitted as a registered Category B. In this corrective action plan, include the date of birth of each child care child and by that date of birth include the days of the week and hours that child attends your child care.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Dirty laundry needs to be picked up off the floor of the bathroom and other areas of the home where child care children have access. Floors need to be vacuumed. Children need mats to lay on during rest/nap time, not sleeping on dirty area rugs throughout your home. There were sharp scissors on your kitchen countertop which the child care children could reach. You have a trampoline in the yard where the child care children play, that does not have safety netting. When discussed, you did say that the child care children are not allowed to be on the trampoline. There were trash and single socks lying on the ground throughout your outside fenced in play area. There were cigarette butts lying right outside the fenced in yard near the entryway of your home. You were informed they needed to be cleaned up. The

fence for your fenced in yard was broken down in some areas. Your husband who is listed as an assistant was upstairs instead of assisting you.

- ☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.
- ☐ 110.5(1)e All accessible electrical outlets are safely capped.
- ☐ 110.5(1)g Safety barriers are at stairways and doors as needed.
- ☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.
- ☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- ☐ 110.5(1)l A safety barrier surrounds any heating stove or heating element.
- ☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- ☐ 110.5(2) A provider file is maintained and contains:
 - ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

These are needed for you and all other members of your family.

- ☐ 110.5(2)b Certificates or training verification documentation for:
 - ☐ 110.5(2)b Within the first three months of registration:
 - ☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

You said you cannot get it to print off.

- ☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

You could not find.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

Your husband, Ryan is active as your assistant. The following needs to be in his file.

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Trampoline does not have safety netting. Please see above regarding other concerns about your plan area: fence broken down in some areas, trash throughout, single socks throughout.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

The following is needed for each of your child care children and needs updated annually or when there are changes.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

You had nine infants and preschoolers in your home at the time of the compliance check.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

Five children were full time child care children.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 11/13/13

X _____
Signature Date

Please do not hesitate to contact me at DHS at 1-866-336-2555 ext 2409 if you have any questions regarding this letter.

Sincerely,

Kim Heneke BSW SWII
Dickinson County Department of Human Services
1802 Hill Ave
Suite 2401
Spirit Lake, Iowa 51360
1-866-336-2555 ext 2409

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).